

Classification

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120130-0

REPORTS INVENTORY

CONTROL NO. DDS/SD/OL 72
XXXXXXXXXX

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

2. TYPE
OF
REPORT☒ STATISTICAL☐ NARRATIVE☐ MACHINE-NAME LISTINGLocation Stock Status Report

3. FUNCTIONAL AREA

☐ PERSONNEL☐ TRAINING☒ LOGISTICS☐ SECURITY☐ MEDICAL☐ FINANCE☐ ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

1

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Monthly

6. DISTRIBUTION (No. of components not
number of copies)

1

7. FORMAT (memorandum, form
computer print-out, etc)

8. ADP PROCESSING

☒

YES

IF YES GIVE ADP PROCESSING NO.

☐ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Computer Print-Out

10. PREPARING COMPONENT (include lowest level
contributing information to report)OCS,

207

11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	= COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	= COST PER YEAR
GS-5	3.15	160	504.00	12	6,048.00

B. COSTS OF COMPUTER PRODUCED REPORTS

			17.50	12	210.00
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TOTAL COSTS PER YEAR

6,258.00

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This report is used by as a basic reference document
and for the purpose of posting all stock transactions in a 30 day
period.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

☒ RETAIN AS IS ☐ OTHER (explain)
☐ CHANGE
☐ DISCONTINUE

MAN-HOURS

DOLLARS

STAT

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

25 Sept 70 Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120130-0

FORM 112
9-70

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(22-36-43)